

# Bierton CE Combined School and Nursery

## Intimate Care Policy



Date: September 2023

Date of Review: September 2024

### **Introduction:**

This policy sets out the clear principles and guidance on supporting children's needs with specific reference to nappy changing and intimate care. In line with the Disability Discrimination Act, Bierton CE Combined School and Nursery will ensure:

- No child is excluded from participating in our setting who may, for any reason, not yet be toilet trained and who may still be wearing nappies or equivalent whatever their age. We work with parents towards toilet training at the appropriate age, unless there are medical or other developmental reasons why this may not be appropriate at the time.
- We make necessary adjustments to our bathroom provision and hygiene practice in order to accommodate children who are not yet toilet trained.
- We see toilet training as a self-care skill that children have the opportunity to learn with the full support of adults.
- We encourage children to be as independent as possible in their self-care.

### **Aims:**

The aims of this policy and associated guidance are:

- To safeguard the rights and promote the welfare of children.
- To provide guidance and reassurance to staff who are required to change a child.
- To assure parents/ carers that staff are knowledgeable about personal care and that their individual concerns are taken into account.
- To protect children from discrimination and ensure inclusion for all.

### **Basic Principles:**

At Bierton CE Combined School and Nursery, we will bear in mind the following principles when nappy changing:

- Children have the right to feel safe and secure.
- Children will be respected and valued as individuals.
- Children have a right to privacy/dignity when staff are meeting their needs.
- Children are supported in their understanding of toileting procedures so that they are led to independence.

### **Safeguarding:**

We will ensure that all staff are familiar with our Safeguarding Policy and Procedures to develop children's resilience and to protect them from any form of abuse. It is important that children are changed in a reassuring and caring way by their key person or another member of staff they have a close relationship with. It is important we signal our intention to colleagues that we are changing a child and ask for the child's consent, as appropriate to their development. This is part of making sure we have a culture of openness which safeguards children and ensures all adults follow safe working practices.

### **Nappy changing in the Nursery:**

Staff should only change children when there is another member of staff within sight. Children should be changed in the toilets in the Nursery room when there is a colleague in the classroom and should position themselves so that the child's dignity is maintained but so that they are visible to colleagues.

We will work with parents when attending to nappy changing routines.

- Where parents are present, i.e. during the settling in period or at collection time, they will be asked to change their own child's nappy.
- If a child has a disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/ carers.
- Parents will be asked when their child first starts at the nursery whether or not their child has any special words/ actions/ particular needs during the nappy changing procedure.
- Staff will record when a child has had their nappy changed on Tapestry so parents are aware.
- Any significant observations made during a nappy changing procedure will be shared with the parents at the end of the session (e.g. badly soiled nappy).

### **Supporting children's transition to using the toilet:**

At Bierton CE Combined School and Nursery we will encourage all our children to work towards using the toilet when they are ready. In addition, key persons ensure that nappy changing is relaxed and at a time which promotes independence for the child.

### **Protection for Staff:**

As far as possible, nappy changing procedures will be carried out by the child's key person. Bierton CE Combined School and Nursery will take the following steps to protect our staff within the nurturing, open culture of the nursery setting:

- Staff will be trained in good working practices which comply with Health and Safety regulations as set out in our Health and Safety Policy.

- Staff will inform the other members of staff discreetly that they are taking the child to change them.
- If a situation occurs which causes a member of staff concern, a second member of staff should be called, the incident reported to the nursery leader and a record made on CPOMs.
- Where staff are concerned about a child's action or comments whilst carrying out the personal care procedure, this should be recorded and discussed with a DSL immediately.
- Staff will be trained in the area of intimate/ personal care for children with specific needs and procedure for safe moving and handling.
- Students will not change nappies.
- Agency staff will not change nappies.

### **Procedure for changing children:**

We will follow the changing procedure below:

- Gather all the necessary items needed before each nappy or clothes change.
- Wash and dry your hands.
- Put on gloves and apron. You should use a new set of gloves and apron for each nappy/clothes change.
- Approach the child and say or sign that it's time for a nappy change.
- Recognise that it may be more appropriate for a child to stand, sit or lie down as they are changed.
- If using the changing table, support the child as they climb the steps and help them onto the changing mat.
- Remove the child's clothing to access the nappy.

Remove the nappy and place it inside the nappy sack.

- If the child's clothes are soiled, they should be bagged separately and sent home. They should not be rinsed.
- Using the wipes, clean the child from the front to the back and place the used wipes in the nappy sack. Tie the nappy sack and place in the bin.
- Put on a clean nappy and cream as necessary.
- Take off gloves and apron and place them in the bin.
- Dress the child.

- Help the child to wash their hands.
- Wash your hands using soap and paper towels.
- Take the child back to the room.
- Return to the nappy changing area, clean the changing mat, surrounding area and underneath the mat before leaving to dry. Then wash and dry your hands.

### **Reception and Key Stage 1:**

Children should always be encouraged to manage as much of their self-care as possible. If a child has a disability or medical needs that may affect their personal care routine, a Health Care Plan will be drawn up in agreement with parents/ carers.

If a child in Reception or Key Stage 1 has an accident and needs changing, the child will be encouraged to go into the toilet cubicle themselves to change. Two adults should be present when supporting a child with changing.